

# **CBU WASTEWATER TREATMENT LABOR-MANAGEMENT COMMITTEE**

## **BYLAWS**

### **Mission Statement**

Management and union representatives for the City of Bloomington Utilities Department (CBU) have established a labor-management committee (LMC) to address issues of mutual concern to the City's wastewater treatment facilities and their employees.

The purpose of the committee will be to involve both workers and managers in achieving overall improvements in the City's wastewater treatment operations. Through better communication, problem solving and attention to operational priorities, the committee's main goal will be the development of a high-quality public service organization, to meet the needs of workers, managers, and the larger community of citizens and rate payers in the most efficient manner possible.

In the course of fulfilling its mission, it is understood that the LMC is neither an extension of nor a replacement for the bargaining relationship that currently exists between the utilities department and the union representing its employees.

### **Membership**

The committee is composed of eight members: four each appointed by AFSCME Local 2487 and CBU administration, to include union shop stewards and the superintendents of the Dillman Road and Blucher Poole treatment plants. It also has an executive council composed of one representative chosen by and from each group of four. The four members (two union and two management) not appointed by reason of position or office will serve two-year staggered terms as agreed upon and arranged by the committee's executive council.

### **Meetings**

Meetings of the committee will be scheduled on a regular basis. The committee's executive council will confer as needed between regularly scheduled meetings, to assure that the LMC's obligations are met and, in addition, the council is authorized to call special meetings as deemed necessary.

Meetings will be chaired on an agreed-upon basis by representatives of AFSCME and the CBU administration. Minutes will be taken on a similar agreed-upon basis.

### **Agendas**

Meeting agendas will be developed by the LMC's executive council and distributed at least two days prior to regularly scheduled meetings. Other committee members are expected to assist in this process.

### **Quorum**

There must be a minimum of five committee members (at least two each from management and the union) present at any meeting in order for business to be conducted officially. In the absence of a quorum, business may be conducted informally, subject to approval at the next meeting when a quorum is present.

### **Actions**

In order for the committee to take any action or make a recommendation, decisions must be reached by consensus. The “voice” of any absent member becomes part of the consensus.

### **Dispute Resolution**

Should the committee reach an impasse over any matter of substantial importance, the executive council will arrange for impartial, outside assistance in reaching a satisfactory resolution of that issue. This is to allow the remaining work of the committee to continue without interruption.

### **Communication and Employee Involvement**

The committee will solicit input (comments, suggestions, issues, problems, etc.) from the full wastewater treatment workforce and will regularly post the minutes of its meetings.

It is expected that all CBU wastewater treatment employees will be involved in one or more aspects of the committee’s ongoing work.

### **Review and Evaluation**

The committee will review and evaluate its work no less frequently than every six months and, in doing so, may call on organizational representatives and others from outside CBU and the union to assist in the process.

### **Adoption**

Approved and adopted (date) March 12, 2004